

Payroll Service Bureau
Direct Deposit Form Review Checklist - For Agency Use

Please use this checklist as a guide to help ensure the validity of Direct Deposit Form prior to
sending it to Payroll Service Bureau

- ☐ Form legible
- ☐ Commonwealth of Virginia Direct Deposit Form submitted is the 08/2019 Form version
- ☐ Watermark (State Seal) appears on the printed Form
- ☐ Employee Number provided
- ☐ Employee Name provided
- ☐ Employee Name matches Employee Name that correlates to this Employee Number (compare the Employee Number to agency human resource records to validate)
- ☐ Employee Street Address provided
- ☐ City, State, and/or Zip provided
- ☐ Employee Address validated against agency human resource records
- ☐ Current Account Number provided
- ☐ Financial Institution Name provided
- ☐ Routing Number provided
- ☐ Account Type specified
- ☐ 'New' or 'Change' specified
- ☐ Net' or 'Fixed Amount' specified
- ☐ 'Fixed Amount' selected and dollar amount provided
- ☐ Account Number provided
- ☐ Documentation provided to verify routing and account number
- ☐ Form signed by Employee
- ☐ Form Dated by Employee
- ☐ Agency validation section of Form completed